



# Alice Cox

High School Graduate  
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June 8, 2021

**Jeffrey Romero**

Senior Hiring Manager  
XPO Logistics  
(654) 456-6543  
j.romero@youreemail.com

Dear Mr. Romero,

In March 2020, I passed my commercial driver's license test without a single fault. The examiner commended my excellent hazard awareness and ability to maneuver a large vehicle safely with limited space. I am excited to apply these skills as a truck driver for XPO logistics.

As an energetic and ambitious recent high school graduate, the opportunity to work for North America's top-ranked logistics company appeals to me. I believe that I have the driving and communication skills to excel in a customer-oriented organization like yours. My recent achievements include:

- Achieving a score of 98% for my Driver Education elective project
- Being selected to represent my school's debating society competitively as part of a team of five, thanks to my clear communication style
- Receiving praise 3x on my end of year report for excellent timekeeping, organization, and reliability

I would love to schedule an interview to discuss how my outstanding teamwork and navigation skills can make me an asset to your logistics team in 2021. Please feel free to contact me to arrange an appointment.

Sincerely,

*(Insert Signature Here)*

**Alice Cox**

P.S. I would like to explain why I received a letter of thanks from a community member last year for my work delivering food parcels for my church's outreach project.